

HUMAN RESOURCES ANALYST

**Washington, D.C. –2 block access to Union Station Metro Redline;
\$51,850-64,812 + Opportunity for Performance Bonus**

THE POSITION

D.C. consulting practice has a challenging opportunity for an internal HR Analyst to provide all HR support services for a consulting practice serving federal, state and local government clients. The position will be responsible for working with the Managing Director and Operations Manager to plan and implement a hiring strategy to ensure that we are fully staffed with quality professionals to serve clients. We're looking for a highly energetic, organized, flexible, individual who has HR recruiting and selection background. Knowledge of the broader range of HR operations is very helpful.

WHAT'S THE WORK ABOUT?

- Implementing and managing a hiring plan and strategy.
- Acting as a liaison with corporate HR for all HR related activities.
- Search, review, screen, interview and recommend candidates.
- Review large numbers of applications and resumes, narrowing the field for further screening and/or interviews.
- Coordinate interviews, develop questions, talk to and assess candidates.
- Schedule, acquire, administer tests and coordinate with corporate HR on scoring of employment tests for certain positions.
- Independently coordinate all new hire paperwork, including making offers, negotiating hire packages, documenting and preparing engagement letters as appropriate and finalize necessary paperwork to forward to corporate HR.
- Coordinate all new hire on-boarding and orientation.
- Coordinate internally with Consulting leads, managers, finance, HR and ISD as necessary to accomplish tasks.
- Perform other HR related activities as needed to support this office, such as working on scheduling and delivering corporate HR training or communications related to benefits, performance management, evaluations, etc.

WHAT'S THE ENVIRONMENT LIKE?

You'll be working independently or with a collegial, collaborative group of professionals who are committed to providing exceptional HR services to federal, state and local government clients. The overall team has diverse HR background and is intelligent, motivated, creative and enthusiastic about our mission of improving the quality of HR management in the public sector. We can offer exciting, meaningful work where you can use and grow your expertise and have a chance to problem solve.

QUALIFICATIONS:

Education: A Bachelor's degree.

Experience: Two to four years professional HR experience.

SELECTION PROCESS Qualified candidates must complete the online application form at: www.cps.ca.gov . Applications will be reviewed and a limited number of candidates may be invited to an interview.

FINAL FILING DATE: Open until filled.



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR services to government agencies. Our headquarters is located in Sacramento, CA.

BENEFITS

Our excellent benefits package includes; PTO of 16 days in first year, 11 paid holidays including Dec 25th-Jan 1st holiday closure, health insurance effective in 1 month, transit pass benefit of \$1196 annually, business casual attire, and many other competitive benefits such as dental, vision, retirement plan, tuition reimbursement.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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800.822.4277 www.cps.ca.gov